

REPORTS INVENTORY						CONTROL NO. DDS/OL/SD-123	
PREPARE IN DUPLICATE Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120181-4						XXXXXXXX	
1. TITLE OF REPORT (if a fill-in report include Form No.)  Vehicle Master File						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA  <input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED  9		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly		6. DISTRIBUTION (No. of components not number of copies)  1			
7. FORMAT (memorandum, form computer print-out, etc) COMPUTER PRINTOUT		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO Master		9. DIRECTIVE AUTHORITY REQUIRING REPORT Headquarters Regulation			
10. PREPARING COMPONENT (include lowest level contributing information to report)  OL/SD/FSB/VS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-5	\$3.15		195	=	\$614.25		4 = \$2457.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
9 copies	5		.03		\$1.35		4 = 5.40
TOTAL COSTS PER YEAR						\$2462.40	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  This report is required to control the inventory of vehicles worldwide. (This report affects the attached report - Vehicle Status Run).							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS  STAT	
16. DATE OF INVENTORY  2 October 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120181-4 Chief, Vehicle Section, FSB/SD/OL					18. EXTENSION  [ ]

CONFIDENTIAL

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